

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MINUTES  
APRIL 13, 2004**

**PRESENT:** Ron Hanson, Paul Hoffman, and Lloyd Levin

**EXCUSED:** Susan Hamer, Lawrence Sager, Janet Byrne

**STAFF PRESENT:** Patricia Hoeft, Division Administrator of Board Services, Dr. Barbara Showers, Director of Examinations and Education, Pat Schenck, Program Assistant

**GUESTS:** Rick Staff, WRA  
Cori Lamont, WRA

**CALL TO ORDER**

Dr. Barbara Showers called the meeting to order at 8:45 a.m. Three members were present. Due to the lack of a quorum, this was a working committee.

**ADMINISTRATIVE REPORT - PATRICIA HOEFT, DIVISION ADMINISTRATOR**

Patty Hoeft distributed information on the Departments new website.

**COMMITTEE ROSTER**

Change Larry Sager's E-Mail Address to: [larrysager@yahoo.com](mailto:larrysager@yahoo.com).

**MEETING DATES**

A telephone conference call will be scheduled on April 23, 2004 at 10:00 a.m.

## **EDUCATION AND EXAMINATIONS**

### **PROCEDURES FOR CONTINUING EDUCATION CURRICULUM AND TESTOUT DEVELOPMENT – PATRICIA HOEFT & BARBARA SHOWERS**

Dr. Showers discussed the modules of continuing education courses and led the discussion on proposals for the 2005-2006 continuing education curriculums. Topics will be developed over the summer and finalized in August. Once the course materials have been compiled, a subcommittee is formed to review the content and develop a test specification for the testout examination.

Some ideas suggested for new proposals for continuing education were:

- Issues relating to the use of approved forms.
- Issues relating to contract law and real estate practice.
- New developments.
- Residential Course 4A
- Issues related to interaction with other real estate service providers: Attorneys, Title Companies, Mortgage Originators, Home Inspectors, Appraisers, etc.
- Course 4 Alternatives - Broker Supervision, Commercial, Farm/Vacant Land and Property Management.
- Concept for discussion should DRL promulgate Broker Supervision Rules.
- Should there be an alternate 2 hour track focusing on broker supervision issues such as: training licensees to use approved forms, reviewing approved forms. Broker supervision rules and best practices. Transaction oversight.

The committee discussed the course outline for the next biennium. Some ideas suggested for courses were, basic education in filling out current and new forms, ethics requirement, continue to specify that there are roman numeral topics to be covered and submit them to the school so that these topics are covered, and a more flexible course outline.

Rick Staff will layout a classroom course of study creating a broad outline to use as reference materials for discussion at the next meeting. Mr. Levin inquired as to the types of complaints the Department has received. Dr. Showers reported that some complaints were disclosure issues, handling of escrow funds, forgery, and contract issues.

The Committee recommended that course four include insurance, property management, and commercial.

### **ADDITION TO CONTINUING EDUCATION COURSES: SELLING REAL ESTATE AT AUCTION – BARBARA SHOWERS**

The Committee discussed whether courses on the topic of selling real estate at auction should be added to the list of approved Course Four CE courses for real estate. The courses discuss the

role of the auctioneer and the role of the real estate professional or attorney in the auction of real estate, and legal requirements such as RL 127, Sale of Real Estate at Auction. The instructors are dual licensees (auctioneer and real estate) or attorneys.

**REVIEW 2004 CE TESTOUT CURRICULUM AND SPECIFICATIONS TABLE –  
BARBARA SHOWERS**

The Committee reviewed and discussed the 2004 CE Testout Curriculum and Specifications Table.

The number one complaint the Department receives is in regards to Broker supervision. Complaints on Trust Account issues have also been received in the Department. The Committee discussed if there was a need for additional continuing education training in these areas and creating guidelines to address these areas.

Rick Staff will send Dr. Showers a course outline for approval.

**ADJOURNMENT**

The workshop adjourned at 10:10 a.m. Motion carried unanimously.

**Agenda Items for Next Meeting: August 18, 2004 8:30 a.m.**

- Schedule a telephone conference call prior to August 18, 2004.
- Approve continuing education course outline prepared by Rick Staff WRA.